



New Jersey Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

POSTING NO.: 75-2022

EXISTING VACANCIES: One (1)

TITLE: Analyst Trainee

OPENING DATE: December 9, 2022

SALARY: \$46,431.86 – \$48,531.07

CLOSING DATE: December 30, 2022

WORKWEEK: 35 hours (35)

DIVISION/LOCATION: Office of State
Energy Services

The Board of Public Utilities is a great place to work

You will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under the direction of a supervisor, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

WORK RESPONSIBILITIES

- Assists with tracking and compiling energy data from energy projects for review, certification and verification of project effectiveness and benefits.
- Learns to analyze and identify energy cost and consumption patterns and variants for State Facilities and helps troubleshoot issues.
- Assists with developing and reviewing energy data, usage and savings results from energy projects to create a historical catalog using project files.
- Assists with creating and tracking budgets on SES/SEO projects as required.
- Learns to direct and coordinate programs and activities with other state agencies as related to facility benchmarking.
- Assists with supporting agencies with Benchmarking compliance.
- Learns to develop a template for Agency Strategic Energy Plan.

- Learns data management of building information and energy consumption of State's building portfolio.
- Maintains files of docketed cases for data entry retrieval and archiving.
- Develops effective working relationships with staff from other divisions and agencies.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

OPEN TO THE FOLLOWING: Open to New Jersey residents.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

WORK AUTHORIZATION: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript indicating the date the degree was conferred (required), the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.